

Dear ,

You should be aware that last year in Royal Mail we undertook a joint exercise with the CWU to review levels of outstanding Annual Leave across the Operation. As a result, we can see that you carried forward more than 1.5 weeks (or contractual equivalent) into this annual leave year (2020-21).

Our records also show that you currently purchase additional Annual Leave over and above your normal entitlement. Royal Mail Group policy allows you to carry forward up to 5 days annual leave (or contractual equivalent) from one year to the next but anything more than that requires agreement with your line manager. Whilst we appreciate that some people deliberately build up annual leave in anticipation of specific future events (e.g. long holidays to see family abroad), we also know that some people haven't booked/taken the annual leave they're entitled to over successive years, and in some cases the records held may be wrong.

As you are currently purchasing Annual Leave, and also have untaken leave above the 5 day policy, we want to check that:

- a) you know that you are purchasing leave – this is paid for through a reduction in your pay
- b) any outstanding annual leave above 5 days at the end of each year needs to be agreed with your Line Manager

What we would like you to do is:

1. Confirm with your Line Manager and CWU representative your outstanding Annual Leave (a copy of your Annual Leave Card will be provided by your Line Manager)
2. Discuss with your Line Manager your plan to use up your leave, this can be set over a reasonable time period to enable annual leave being taken at mutually beneficial times for you and the business (he/she will also have received a copy of this letter)
3. Agree with your Line Manager whether you need to cease your Purchase of Annual Leave for 2021/22.

If your untaken annual leave at the end of this year is likely to be above 5 days and you do not have a specific future event next year to use it up, then it is recommended you cease your Annual Leave purchase during 2021/22 – your manager can help with this. You can opt back in again between October 2021 and February 2022 for the 2022/23 annual leave period. In this event, your pay deduction will cease at the end of this leave year and you will benefit from higher basic pay through next financial year.

If you have any questions please talk to your Line Manager.